

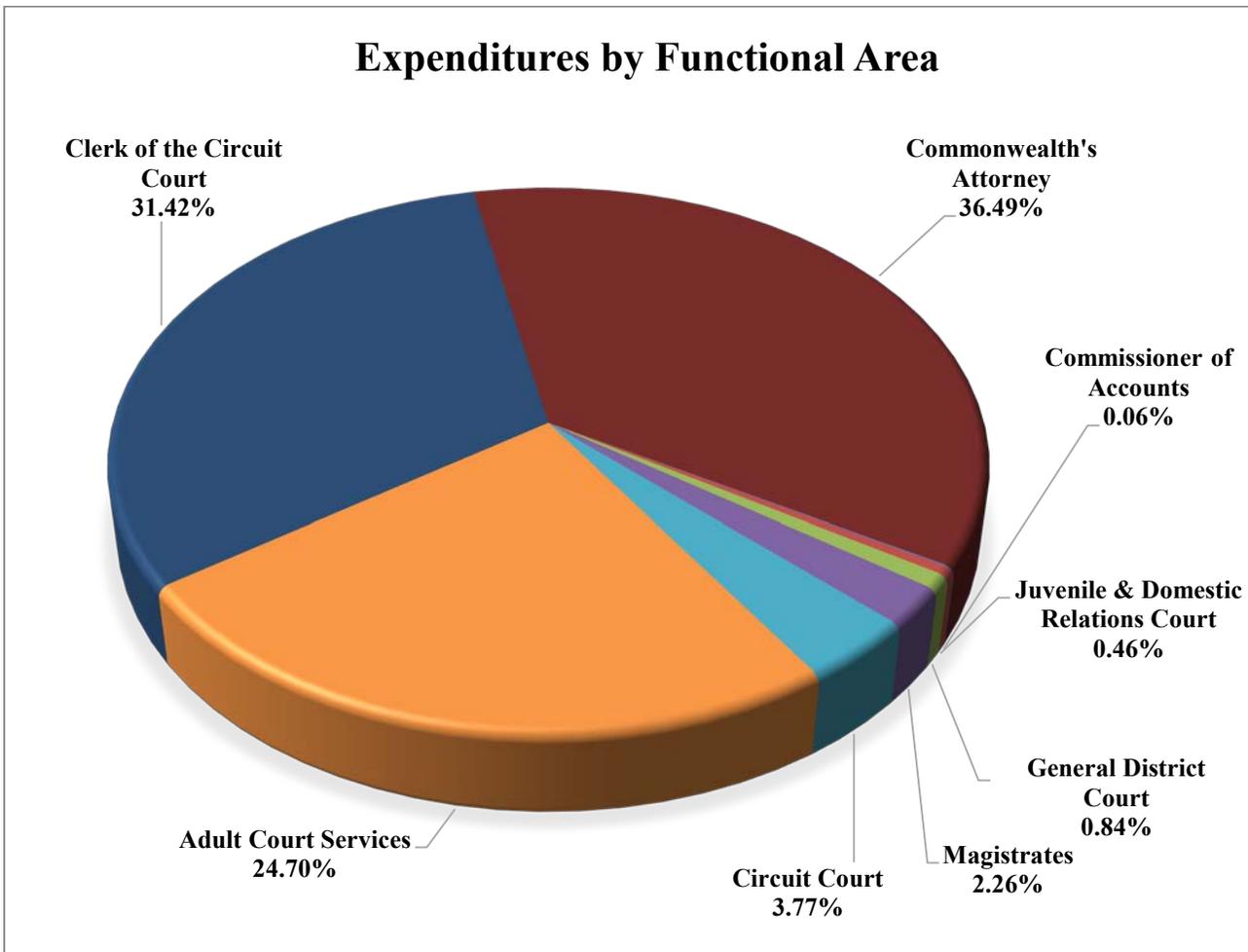
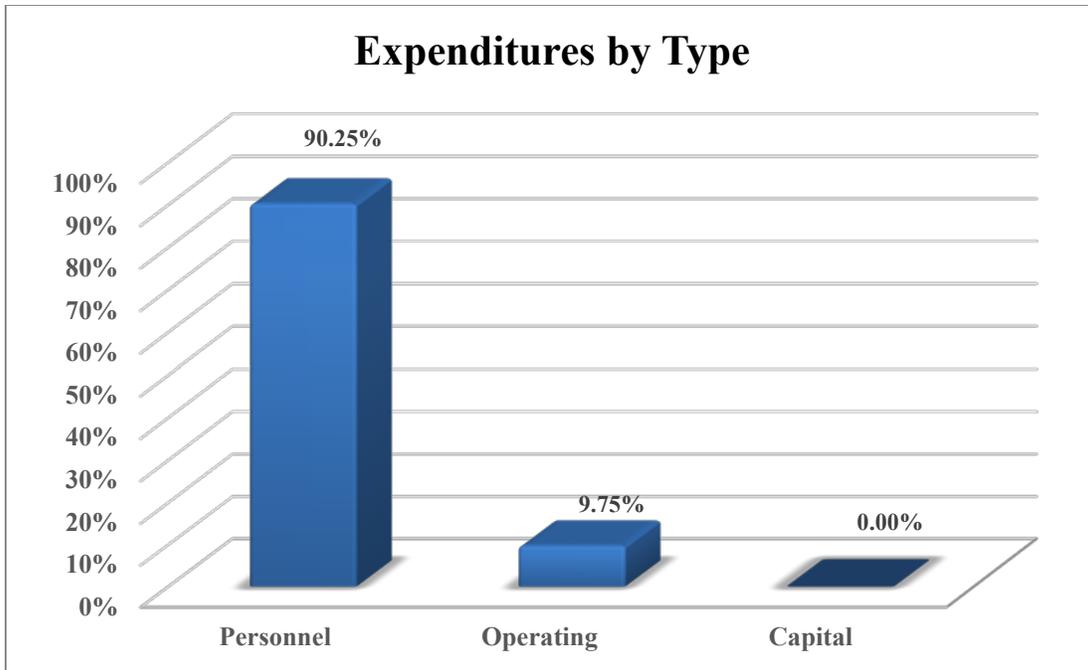
Judicial Administration

Adult Court Services	\$	959,758
Circuit Court		146,398
Clerk of the Circuit Court		1,220,702
Commissioner of Accounts		2,400
Commonwealth's Attorney		1,417,551
General District Court		32,700
Juvenile and Domestic Relations Court		17,726
<u>Magistrates</u>		<u>87,773</u>
Total	\$	3,885,008



**Old Courthouse
Warrenton, Virginia**

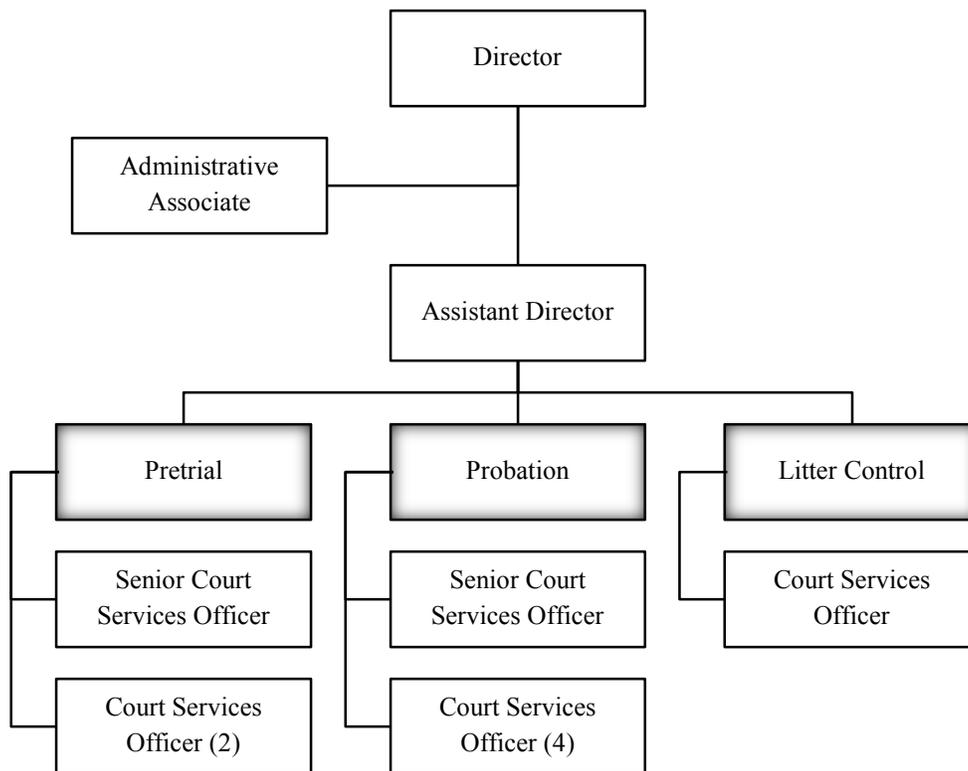
Judicial Administration



Adult Court Services

ORGANIZATIONAL PURPOSE:

The Office of Adult Court Services enhances public safety, reduces jail overcrowding, and increases accountability of criminal offenders by providing criminal justice services to the local courts and the community. These services include, but are not limited to, probation services, pretrial investigation and supervision services, litter control programs, criminal justice grant administration, staff support for the Fauquier/Rappahannock Community Criminal Justice Board, staff support for the Board of Supervisors' Public Safety Committee, and collection and analysis of system data to assess the need for new programs and services, as well as the effectiveness of current services.



GOALS:

- Provide probation services to more than 700 court-referred offenders.
- Secure at least \$500,000 in State or Federal grant revenue for criminal justice services.
- Investigate at least 400 pretrial detainees and supervise at least 400 offenders.
- Place and monitor at least 6,000 hours of free community service labor for the County.
- Continue programs to reduce DUI recidivism, mainly the Victim Impact Panel.
- Reduce litter in the County by maintaining the litter control program and implement education programs that discourage littering.

Adult Court Services

KEY PROJECTS FOR FY 2016:

- Provide court-ordered probation to offenders in lieu of costly jail detention.
- Provide pretrial investigation services to the judiciary in order to ensure better informed bail-making decisions.
- Provide pretrial supervision and monitoring of defendants released to the custody of the department while awaiting trial, preserving bed space at the local jail which reduces jail costs.
- Place and monitor court-ordered community service labor in Fauquier and Rappahannock Counties.
- Reduce litter in the County by managing a litter control program, utilizing court ordered community service workers.
- Collect court costs, fines, and restitution to the victims of crime.
- Serve as lead staff to the Board of Supervisors' Public Safety Committee.
- Act as lead staff and planner for the Fauquier/Rappahannock Community Criminal Justice Board, its subcommittees and task forces.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$844,654	\$870,547	\$880,925	\$878,960
Operating	\$77,675	\$70,389	\$78,806	\$80,798
Capital	\$0	\$7,033	\$0	\$0
Total	\$922,329	\$947,969	\$959,731	\$959,758
Revenue	\$496,242	\$504,696	\$504,696	\$505,446
Net Local Revenue	\$426,087	\$443,273	\$455,035	\$454,312
Full-time Equivalents	12.00	12.00	12.00	12.00

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for Adult Court Services includes operating expenditure increases due to fleet-related operational costs. The FY 2016 Adopted Budget also includes revenue adjustments based on increased state grant awards authorized under the Comprehensive Community Corrections Act and the Pretrial Services Act.

Adult Court Services

PROGRAM 1: *Local Probation*

- Provides probationary supervision of court-referred, convicted offenders in lieu of jail detention.
- Provides court reports, testimony, and investigations as ordered.
- Places and monitors court-ordered community service labor.
- Drug screens offenders to ensure compliance with court-imposed conditions.
- Collects fines, costs, and restitution for the victims of crime.
- Refers offenders to the appropriate remedial resources.

SERVICE VOLUME	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Community service hours performed	7,002	5,423	6,000	6,000
Fines, costs, restitution monitored/ collected	\$188,635	\$177,000	\$160,000	\$160,000
Average daily caseload	564	425	450	450
Cases closed	1,074	905	925	925

OBJECTIVE:

- Maintain successful closure rate of probation cases.

OUTCOME MEASURES	FY 2013 Actual	FY 2014 Actual	FY 2015 Goal	FY 2016 Goal
Rate of successful closure	66%	71%	75%	75%
Referrals to Probation	810	755	700	700

PROGRAM 2: *Pretrial Services*

- Provides pretrial investigation of defendants awaiting trial.
- Provides pretrial reports and recommendations to courts at arraignment.
- Provides supervision to pretrial defendants released to the custody of the department.
- Provides monitoring of general and special conditions of bail; reports violations to the courts.
- Applies for arrest warrants in cases of potential safety risk or flight risk from prosecution.
- Conducts indigence verifications for court-appointed counsel.

SERVICE VOLUME	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Pretrial investigations	416	393	400	400
Average daily caseload	115	108	120	120
Indigence verifications	270	300	300	300

Adult Court Services

OBJECTIVE:

- Maintain rate of successful pretrial placements.

OUTCOME MEASURES	FY 2013 Actual	FY 2014 Actual	FY 2015 Goal	FY 2016 Goal
Pretrial placements	465	508	400	400
Successful pretrial placements	84%	82%	82%	82%

PROGRAM 3: *Litter Control*

- Reduce the amount of trash on the County’s roadways by providing a cost effective litter control program.
- Utilize court-ordered community service workers to collect litter.
- Target “problem” areas in the County that have increased litter control needs.
- Report progress of litter pickup to the Courts and the Board of Supervisors.
- Implement education programs to reduce litter.

SERVICE VOLUME	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Community service workers utilized	107	259	259	200

OBJECTIVE:

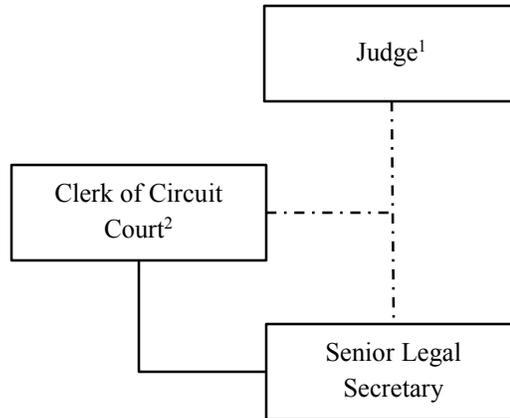
- Reduce litter in the County by increasing community service hours assigned and completed.

OUTCOME MEASURES	FY 2013 Actual	FY 2014 Actual	FY 2015 Goal	FY 2016 Goal
Litter retrieved (tons)	65	51.3	60	60
Community Service Hours completed	3,136	2,210	2,500	2,500

Circuit Court

ORGANIZATIONAL PURPOSE:

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims exceeding \$15,000. In addition to adjudicating all felonies, the Circuit Court hears cases appealed from the General District Court, the Juvenile and Domestic Relations District Court, administrative agencies, and the Board of Zoning Appeals. The Circuit Court handles family matters, including divorce, equity matters, and condemnations. The Circuit Court Judge supervises Grand Jury proceedings within the County. The Judge of the Circuit Court also makes appointments to various Boards.



¹State-funded position.

²Position funded in Clerk of Circuit Court budget.

GOALS:

- Administer justice in Fauquier County in a fair, efficient, and timely manner to all litigants, according to law.
- Conduct court hearings openly, except as provided by statute.
- Schedule the trial of cases and close cases in accordance with the timelines set out by the Supreme Court of Virginia.

KEY PROJECTS FOR FY 2016:

- Issue legal opinions for a variety of matters before the Court based upon the review of legal precedents.
- Administer the neutral case evaluation program, designed to resolve cases without trial and thereby relieve the civil trial docket, and review other options for referral of cases to mediation.
- Oversee selection of the jury pool for the trial of civil and criminal cases and maintain the grand jury list for consideration of indictments.
- Schedule criminal and civil cases to insure the expeditious processing of these cases.

Circuit Court

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$78,631	\$77,492	\$86,034	\$88,398
Operating	\$45,284	\$43,153	\$55,750	\$58,000
Capital	\$0	\$0	\$0	\$0
Total	\$123,915	\$120,645	\$141,784	\$146,398
Revenue	\$39,859	\$28,350	\$41,500	\$41,500
Net Local Revenue	\$84,056	\$92,295	\$100,284	\$104,898
Full-time Equivalents	1.00	1.00	1.00	1.00

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for the Circuit Court includes personnel expenditure increases due to rising benefit costs and operating expenditure increases for legal services, and other services.

PROGRAM 1: *Circuit Court*

SERVICE VOLUME	CY 2013 Actual	CY 2014 Actual	CY 2015 Projected	CY 2016 Projected
Civil cases completed	887	640	900	850
Miscellaneous petitions/applications reviewed	339	207	260	300
Criminal cases completed	1,171	1,211	1,300	1,350
Criminal defendants	457	557	500	525
Jury days	31	30	40	50
Cases ended by trial before Judge	396	404	500	450
Settlement conferences	65	63	70	75

OBJECTIVE:

- Reduce costs of trial to Court and to litigants through the Neutral Case Evaluation Program, a program designed to assist litigants in settling cases prior to trial.

Circuit Court

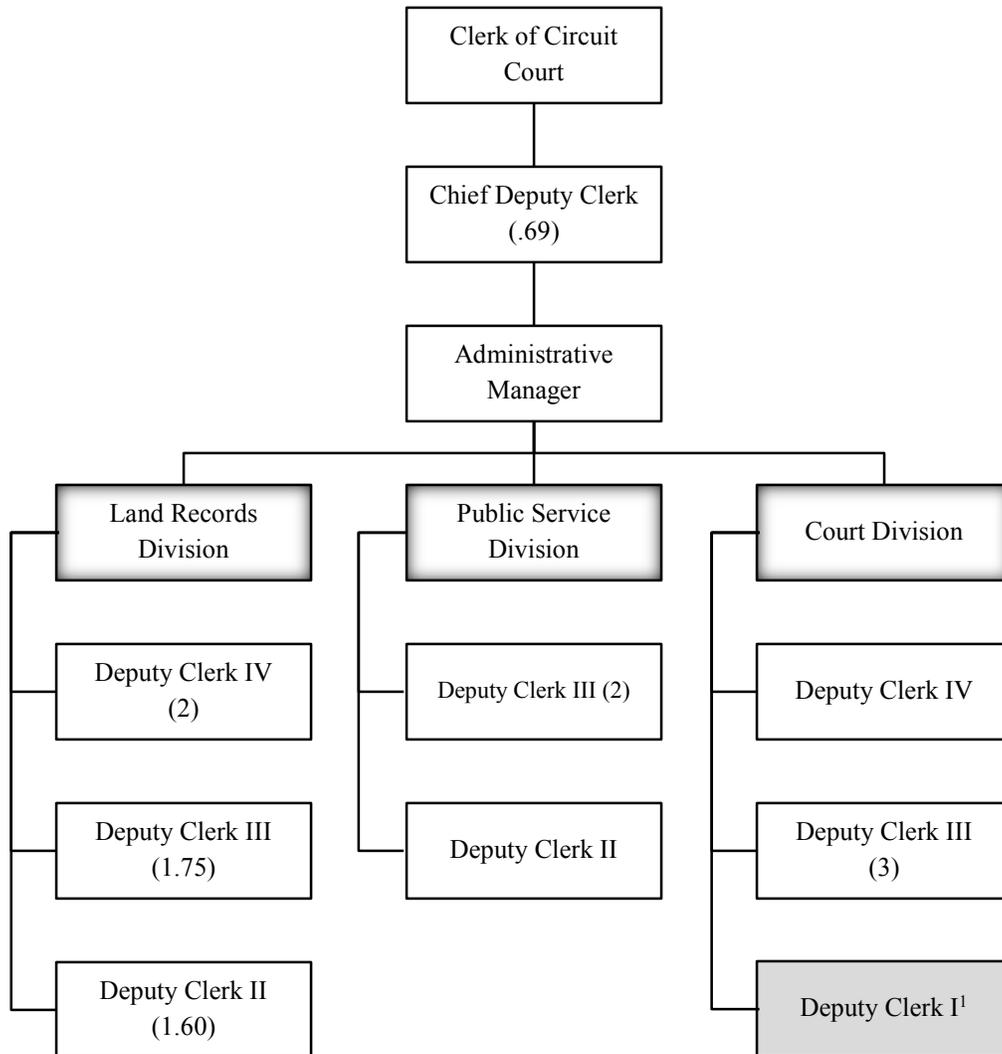
OUTCOME MEASURES	CY 2013 Actual¹	CY 2014 Actual	CY 2015 Goal	CY 2016 Goal
Cases referred to Neutral Case Evaluation	37	40	40	40
Cases heard by Neutral Case Evaluation	21	22	20	20
Cases settled by Neutral Case Evaluation	15	15	15	15

¹Anticipated number of cases handled by Neutral Case Evaluation may decrease because of a reduction in pending civil caseload.

Clerk of Circuit Court

ORGANIZATIONAL PURPOSE:

The Clerk's Office is the custodian of the Fauquier County land records dating to 1759 and the Circuit Court records. The Clerk of the Circuit Court is a Constitutional Officer elected by the voters of Fauquier County for a term of eight years. The Clerk performs roles in the areas of public safety, court administration, land and business records, public service, and records preservation. The Clerk collects various State and County taxes set by law and transfers revenue to the State and locality. The Clerk has authority to issue marriage licenses, probate wills, grant administrations of estates, and appoint guardians for a minor's personal estate.



¹Position added in FY 2016 Adopted Budget.

Clerk of Circuit Court

GOALS:

Public Safety

- Issue warrants of arrest for defendants on new indictments from grand jury, for defendants in violation of the terms of their recognizance or for probationers who have serious violations of the terms of their release.
- Prepare court orders for criminal cases; enter conviction data for electronic transmission to Virginia State Police, Department of Motor Vehicles, and the Department of Corrections.

Court Administration

- Coordinate roles of law enforcement and prosecutors in criminal cases.
- Schedule court hearings and summon jurors and witnesses to provide earliest possible resolution of cases.
- Provide web access to case information and hearings.
- Scan court filings to improve access to records.
- Calculate criminal costs and collect fines, costs, and restitution for distribution to victims.

Land and Business Records

- Record, index, and maintain land records, including deeds, deeds of trust, certificates of satisfaction, plats, covenants, and easements.
- Record and index trade names for individual businesses, partnerships, limited liability companies, and corporations.
- Provide remote access to land records.

Public Service

- Probate wills and record various estate documents, such as lists of heirs, inventories, and accounts.
- Issue marriage licenses.
- Provide prompt response to customer inquiries and requests.
- Preserve permanent records in an appropriate environment for current and future use.
- Cross-train staff to enhance public service and work production.
- Maintain close contact with many agencies, State and local, to work together to receive and provide better services.

Clerk of Circuit Court

KEY PROJECTS FOR FY 2016:

- Hire and train new Deputy Clerk to assist with increase in criminal caseload in order to fulfill public safety goals and complete administrative court tasks in an efficient manner.
- Upgrade court records management system to capture data for retrieval for re-issuance of permits and updating of court orders.
- Continue to provide remote access to land records and to court records by paid subscription.
- Continue conversion of microfilm and paper records to digital images.
- Continue review of pending court cases to meet case processing guidelines.
- Continue scanning of case files to reduce future storage needs and improve access to case files.
- Continue archival records preservation plan.
- Purge records as dictated by retention schedules set out by the Library of Virginia.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$998,185	\$1,022,624	\$1,030,737	\$1,100,228
Operating	\$90,009	\$84,181	\$116,747	\$120,474
Capital	\$0	\$0	\$0	\$0
Total	\$1,088,194	\$1,106,805	\$1,147,484	\$1,220,702
Revenue	\$2,140,850	\$2,199,973	\$2,357,491	\$2,104,924
Net Local Revenue	(\$1,052,656)	(\$1,093,168)	(\$1,210,007)	(\$884,222)
Full-time Equivalents	14.77	15.04	15.04	16.04

BUDGET ANALYSIS:

The FY 2016 Adopted Budget includes the addition of one full-time Deputy Clerk I due to increased departmental workloads, as well as personnel expenditure increases due to rising benefit costs. Revenue adjustments in recordation are based on the volume of current and prior year collections, offset by higher property values.

Clerk of Circuit Court

PROGRAM 1: *Clerk of Circuit Court*

SERVICE VOLUME	CY 2013 Actual	CY 2014 Actual	CY 2015 Projected	CY 2016 Projected
Deed Book recording	14,153	10,188	14,000	16,000
Wills and fiduciary filings ¹	463	410	400	400
Marriages	450	469	450	450
Financing statements	170	168	125	140
Trade names	283	291	280	280
Judgments	1,758	1,927	2,000	1,900
Civil cases filed	961	862	950	950
Criminal cases filed	1,166	1,221	1,300	1,400
Concealed handgun permits	1,607	1,078	1,100	800
Notary Public	321	320	300	320

¹*Fiduciary filings include accountings filed by trustees performing foreclosure sale. The number of foreclosures has continued to decline since CY 2011 and it is anticipated that this trend will continue.*

OBJECTIVES:

- Create revenue stream to maintain computer hardware & software.
- Provide access to land records through remote access subscriptions.
- Provide access to court records to lawyers through remote access subscriptions.
- Provide access to information about Clerk's Office procedures by posting forms, calendars, and procedures on the County website.
- Provide docket information for court records online at www.courts.state.va.us (Circuit Court Case Information).
- Convert microfilm and paper images to digital images to improve access to records and reduce storage requirements.

OUTCOME MEASURES	FY 2013 Actual	FY 2014 Actual	FY 2015 Goal	FY 2016 Goal
Paid subscriptions for remote access to land records	79	88	110	120
Paid subscriptions to remote access to court records	12	12	18	22

Commissioner of Accounts

ORGANIZATIONAL PURPOSE:

The Commissioner of Accounts oversees the certification of wills by administrators and executors before being released for their qualifications, as courteously and expeditiously as possible.

GOALS:

- Monitor and assist, as necessary, to facilitate the certification process.

KEY PROJECTS FOR FY 2016:

- Oversee the process of certification of wills by administrators and executors.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$2,400	\$2,400	\$2,400	\$2,400
Capital	\$0	\$0	\$0	\$0
Total	\$2,400	\$2,400	\$2,400	\$2,400
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$2,400	\$2,400	\$2,400	\$2,400
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for the Commissioner of Accounts includes no additional budgetary adjustments.

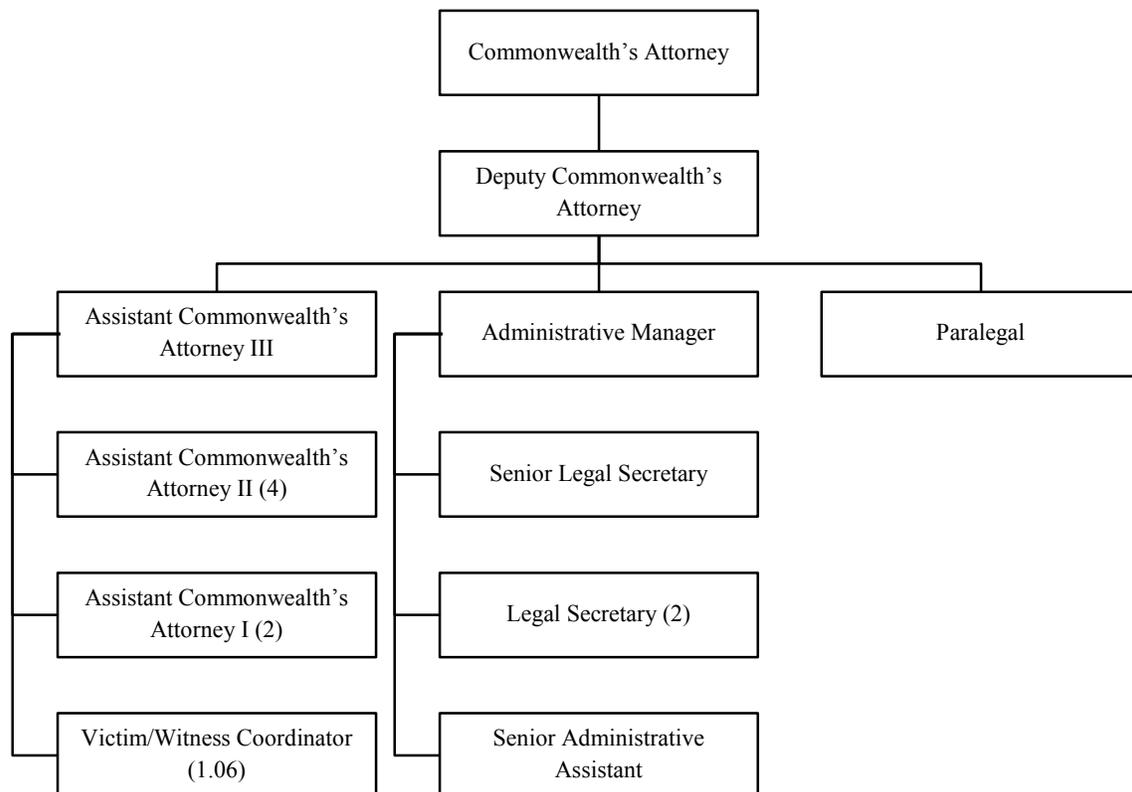
Commonwealth's Attorney

ORGANIZATIONAL PURPOSE:

The Commonwealth's Attorney ("C.A.") is a County-wide elected official whose office is created by the Constitution of Virginia. The C.A. is charged by State law with the duty of prosecuting all felonies on behalf of the Commonwealth of Virginia which are committed within the geographic confines of Fauquier County, including the incorporated municipalities therein. The C.A. may prosecute misdemeanors and traffic infractions on a discretionary basis. All of the above enumerated matters originate in three separate trial court systems where final orders are potentially appealed to two different appellate courts in Virginia. The C.A. represents the Commonwealth in limited statutory appeals to the Virginia appellate courts, but in all cases provides the initial representation in appellate matters by serving as counsel during the appellate petition process by properly drafting and filing briefs in opposition to appeal in connection with the cases that we have successfully prosecuted in the trial court(s). In addition, the C.A. is empowered to sue civilly for drug asset forfeiture in appropriate cases.

There are also over 400 additional statutorily mandated duties imposed upon the C.A. Among these are a variety of sundry matters such as advising and representing the local registrar and board of elections, giving binding conflicts of interest opinions to local officials, reviewing autopsy reports of all unattended deaths in the locality for irregularities, and many other matters.

In Fauquier County, the C.A. is committed to full service as to all mandatory matters assigned for representation and/or prosecution by the General Assembly, as well as all discretionary matters. Such full service is to some degree dependent upon funding, but is nonetheless deemed by the C.A. to be in the best interests of the citizens of the local community.



Commonwealth's Attorney

GOALS:

- Maintain a high degree of professional competence, training and mission dedication of eight Assistant Commonwealth's Attorneys and a similarly competent support staff for such attorneys.
- Continually enhance the administration of justice
- Continually promote enhanced law enforcement by partnering with policing agencies (the Fauquier County Sheriff's Office, Virginia State Police, and the Town of Warrenton).
- Bring new and innovative procedures, policies, training and techniques to case investigations which increase the likelihood of constitutionally correct apprehension, prosecution, and conviction of criminal suspects who have violated Virginia or local law.

KEY PROJECTS FOR FY 2016:

- Enroll seven past unsolved homicide cases into the newly empaneled Special Grand Jury investigative process.
- Continued use of the Special Grand Jury as a relatively new, but robust tool of investigation for all criminal cases that fit this type of enforcement mechanism.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$1,209,957	\$1,322,281	\$1,361,180	\$1,364,626
Operating	\$87,969	\$47,539	\$52,925	\$52,925
Capital	\$0	\$0	\$0	\$0
Total	\$1,297,926	\$1,369,820	\$1,414,105	\$1,417,551
Revenue	\$455,484	\$502,870	\$486,604	\$495,502
Net Local Revenue	\$842,442	\$866,950	\$927,501	\$922,049
Full-time Equivalents	15.00	15.06	16.06	16.06

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for the Commonwealth's Attorney includes personnel expenditure increases due to rising benefit costs.

Commonwealth's Attorney

PROGRAM 1: *Court Appearances*

The Commonwealth's Attorney prepares for and appears in the General District Court, Juvenile and Domestic Relations District Court, and Circuit Court on all criminal matters. There also are some civil matters, i.e., Overweight Citations and Asset Forfeiture actions, which are prepared for and appeared on which are not reflected in these numbers.

SERVICE VOLUME & OUTCOME MEASURES¹	CY 2013 Actual	CY 2014 Actual	CY 2015 Projected	CY 2016 Projected
Juvenile & Domestic Relations District Court (JDR) Cases Heard ²	2,817	2,210	2,210	2,210
General District Court (GDC) Cases Heard ³	17,928	17,026	17,026	17,026
Circuit Court hearings (not including Bench Trials or Jury Trials or Misdemeanor Appeals)	4,602	5,085	5,085	5,085
Circuit Court Jury Trials, Bench Trials and Misdemeanor Appeals	280	376	376	376

¹Measures are provided by the offices of the clerks in the cases of the District Courts; Circuit Court measures were assessed by numerical hand-count by the Office of the Commonwealth's Attorney.

²JDR cases are reported based upon actual hearings held in Court.

³GDC cases are reported significantly lower than in previous years because the figures previously provided included pre-paid traffic summonses, for which no hearing took place. The figures reported here reflect actual hearings in Court.

General District Court

ORGANIZATIONAL PURPOSE:

The Fauquier County General District Court presides over all legal proceedings and assures the public is treated fairly and impartially in all of these proceedings before the court. There are three divisions that comprise the functions held in the court: civil, traffic and criminal.

GOALS:

- Provide adequate space, safety, and professional help for the public at all times.

KEY PROJECTS FOR FY 2016:

- Preside over all legal proceeding before the court.
- Continue maintenance on the old courthouse.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$27,028	\$12,664	\$32,685	\$32,700
Capital	\$0	\$0	\$0	\$0
Total	\$27,028	\$12,664	\$32,685	\$32,700
Revenue	\$39,524	\$29,878	\$43,500	\$43,500
Net Local Revenue	(\$12,496)	(\$17,214)	(\$10,815)	(\$10,800)
Full-time Equivalents	0.00	0.00	0.00	0.00

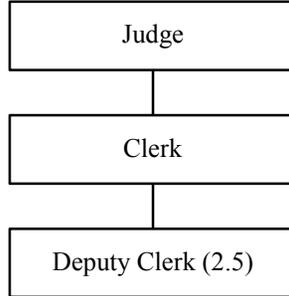
BUDGET ANALYSIS:

The FY 2016 Adopted Budget for the General District Court includes increased operating expenditures based on historical costs.

Juvenile and Domestic Relations Court

ORGANIZATIONAL PURPOSE:

The Fauquier County Juvenile and Domestic Relations District Court strives to be constantly aware of and address the ever-changing needs of the citizens of Fauquier County, especially the at-risk juveniles, troubled adults, and their families.



All Juvenile and Domestic Relations Court positions are State-funded positions.

GOALS:

- Strive to save the at-risk youth and assist their families, in order for them to reach their maximum potential.
- Offer at-risk youth every available opportunity to succeed, as this is the right of every individual in our society.
- Protect the community from these troubled youth.

KEY PROJECTS FOR FY 2016:

- Work with at-risk youth and their families to help mitigate the threat these youth pose to themselves, as well as to the surrounding community.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$0	\$0	\$0	\$0
Operating	\$12,379	\$13,419	\$17,726	\$17,726
Capital	\$0	\$0	\$0	\$0
Total	\$12,379	\$13,419	\$17,726	\$17,726
Revenue	\$161	\$287	\$250	\$250
Net Local Revenue	\$12,218	\$13,132	\$17,476	\$17,476
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for Juvenile and Domestic Relations Court includes no additional budgetary adjustments.

Magistrates

ORGANIZATIONAL PURPOSE:

Magistrates are appointed by chief circuit court judges for four year terms. The number of magistrates in each district is authorized by the Committee on District Courts. While magistrates do not possess trial jurisdiction, they are an integral part of the judicial system and are judicial officers of the Commonwealth of Virginia. The principal function of the magistrate is to provide an independent, unbiased review of complaints brought by police officers, sheriff deputies, and citizens. Magistrates are not police officers, nor do they provide law enforcement; magistrates are issuing officers who serve as a buffer between law enforcement and society. Magistrates may assist the public by providing information on the judicial system processes and procedures. Magistrates have no authority except that which has been expressly conferred by statute.

GOALS:

- Provide services as required by the Supreme Court of Virginia to serve the citizens of Fauquier County.

KEY PROJECTS FOR FY 2016:

- Issue arrest warrants, search warrants, civil warrants, other warrants, and subpoenas.
- Admit to bail or commit to jail.
- Administer oaths and take acknowledgements.
- Act as a conservator of the peace.
- Accept prepayment for certain offenses.
- Issue emergency custody orders, emergency protective orders, civil or criminal temporary mental detention orders, and out of service orders.

BUDGET SUMMARY:

	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted
Costs:				
Personnel	\$56,937	\$57,156	\$73,946	\$73,946
Operating	\$9,917	\$12,053	\$13,827	\$13,827
Capital	\$0	\$0	\$0	\$0
Total	\$66,854	\$69,209	\$87,773	\$87,773
Revenue	\$0	\$0	\$0	\$0
Net Local Revenue	\$66,854	\$69,209	\$87,773	\$87,773
Full-time Equivalents	0.00	0.00	0.00	0.00

BUDGET ANALYSIS:

The FY 2016 Adopted Budget for Magistrates includes no additional budgetary adjustments.